

26 MAR 1975

MEMORANDUM FOR: Director of Personnel
SUBJECT : EEO Recruitment and Placement

1. I long ago established a policy in the Intelligence Directorate that Office Directors will review the files of all minority applicants who are rejected for employment and I also personally review each rejection before it is returned to the Office of Personnel. Those reviews suggest that too many obviously unqualified applicant files are being routed to us for review and in some cases I question whether the application should even have been forwarded to Headquarters by the recruiters. These include, for example, applicants whose PATB scores fall at the "chance" level.

2. As you know, our standards for new professionals are very high; we are able for the most part to fill our relatively few vacancies with highest quality college graduates. Even so, we want to consider minorities who may not have the same credentials as the above but who are obviously qualified and would be competitive within their peer group.

3. To minimize the effort involved here, and to ensure that each applicant receives equal and fair consideration for our relatively few vacancies, I request that incomplete applicant folders, and those which clearly do not meet the requirements of the offices, not be forwarded to our offices for review. We cannot properly evaluate applications without Personal History Statements, college transcripts,

PATB results, and interview reports--there is just not enough information otherwise for us to make considered judgments.

4. If warranted, I would be happy to discuss this further with you or your representatives can contact the DDI Management Staff.



EDWARD W. PROCTOR
Deputy Director for Intelligence

Distribution:
Original & 1 - Addressee
1 - ODDI
2 - DDI Mgmt Staff

DDI Mgmt Staff  (25 Mar 75)

STAT

STAT

ADMINISTRATIVE - INTERNAL, USE ONLY